



LONG-TERM FINANCE PLANNING COMMITTEE

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Trent Deckard
Marty Hawk
Geoff McKim

LONG-TERM FINANCE PLANNING COMMITTEE Friday , February 9, 2024, at 10:00 AM HR-Council Conference Room and Teams Connection [Click here to join the meeting](#)

- The public’s video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

“Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, E Sensenstein, (812) 349-7314, esensenstein@co.monroe.in.us, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public.”

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. COMMITTEE ORGANIZATION

- Electronic Attendance Policy
 - Committee Schedule
 - Committee Webpage
-

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4. LONG-TERM FINANCIAL PLANNING DISCUSSION

- Proposed Resolution from FSG
-

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5. ADJOURNMENT

Electronic Attendance Policy for Public Meetings

WHEREAS, in response to the COVID-19 pandemic and in recognition that public meeting rules could be amended to take advantage of technological advances, Indiana Code 5-14-1.5-3.5 was amended by the Indiana General Assembly in 2021; and

WHEREAS, Indiana law now allows for electronic participation in some public meetings by up to fifty percent (50%) of members of a governing body provided the governing body adopt a policy that complies with the amended law; and

WHEREAS, the Long-Term Finance Planning Committee wishes to allow members of the public, staff, and up to fifty percent (50%) of its members to attend meetings electronically, as allowed by law.

NOW THEREFORE BE IT RESOLVED, that:

1. The Long-Term Finance Planning Committee wishes to adopt and follow the procedures of newly amended Indiana Code 5-14-1.5-3.5. Those procedures are listed in "Exhibit A", which is attached hereto and incorporated herein. Exhibit A shows language that has been removed from the Indiana Code in a strike-through format and new language is shown in bold.

2. All members of the public shall be admitted to meetings if they wish to participate electronically and shall be able to view or listen to and participate in the meeting under the regular rules allowed for public participation.

3. Staff members may participate electronically in all meetings including those listed in subsection (i) which are meetings in which all members of a governing body must attend in person, provided there is no actual need for a staff member to be physically present at a particular meeting. Such need shall be determined at the sole discretion of the President or Chair of the governing body unless a majority of the governing body votes to require a staff member to attend a particular meeting.

Adopted this _____ day of _____ **2024**, by the Long-Term Finance Planning Committee of Monroe County, Indiana.

Aye Nay Abstain Not Present _____
Trent Deckard, Councilor

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

ATTEST:

Christopher Muench, Auditor Pro Tempore
Monroe County, Indiana

Date

EXHIBIT A

SECTION 5. IC 5-14-1.5-3.5, AS AMENDED BY P.L.154-2016, SECTION 1, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE UPON PASSAGE]: Sec. 3.5.

(a) This section applies only to a governing body of a public agency of a political subdivision, other than a governing body of an airport authority or a department of aviation as set forth in section 3.6 of this chapter.

(b) **Subject to subsection (i)**, a member of the governing body of a public agency who is not physically present at a meeting of the governing body ~~but who communicates with members of the governing body during the meeting by telephone, computer, video conferencing, or any other electronic means of communication:~~

~~(1) may not participate in final action taken at the meeting unless the member's participation is expressly authorized by statute; and
(2) may not be considered to be present at the meeting unless considering the member to be present at the meeting is expressly authorized by statute.~~

~~(c) The memoranda prepared under section 4 of this chapter for a meeting in which a member participates by using a means of communication described in subsection (b) must state the name of:~~

~~(1) each member who was physically present at the place where the meeting was conducted;
(2) each member who participated in the meeting by using a means of communication described in subsection (b); and
(3) each member who was absent.~~

may participate in a meeting by any electronic means of communication that does the following:

**(1) Allows all participating members of the governing body to simultaneously communicate with each other.
(2) Allows the public to simultaneously attend and observe the meeting. However, this subdivision does not apply to a meeting held in executive session.**

Subject to subsection (i), a governing body member who participates in the meeting by an electronic means of communication shall be considered present for purposes of establishing a quorum but may participate in any final action taken at the meeting only if the member can be seen and heard.

(c) A technological failure in an electronic means of communication that disrupts or prevents:

(1) the simultaneous communication between a member who is not physically present at the meeting and the governing body; or

**(2) a member of the public who is not present at the meeting from attending and observing the meeting;
does not prevent the governing body from conducting the meeting or affect the validity of an action taken by the governing body at the meeting if the sum of the governing body members physically present at the meeting and the governing body members**

participating by electronic communication without technological failure satisfy the quorum and (if a final action is taken) the voting requirements of the governing body.

(d) The governing body shall adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication. The governing body may establish procedures that are more restrictive than the procedures established by this section. The policy adopted under this section may include:

- (1) limiting the number of members who may participate by electronic communication in any one (1) meeting;**
- (2) limiting the total number of meetings that the governing body may conduct in a calendar year by electronic communication; and**
- (3) requiring a member, except in the case of a meeting called to deal with an emergency under section 5(d) of this chapter, who plans to attend a meeting by any electronic means of communication to notify the presiding officer within a certain period of time before the meeting, as specified by the governing body, so that arrangements may be made for the member's participation by electronic communication.**

(e) The memoranda prepared under section 4 of this chapter for a meeting in which a member participates by an electronic means of communication must:

- (1) state the name of each member of the governing body who:**
 - (A) was physically present at the place where the meeting was conducted;**
 - (B) participated in the meeting by using any electronic means of communication; and**
 - (C) was absent; and**
- (2) identify the electronic means of communication by which:**
 - (A) members of the governing body participated in the meeting; and**
 - (B) the public attended and observed the meeting, if the meeting was not held in executive session.**

(f) All votes taken during a meeting under this section must be taken by roll call vote.

(g) At least fifty percent (50%) of the members of the governing body must be physically present at a meeting.

(h) A member of the governing body may not attend more than fifty percent (50%) of the governing body's meetings in a calendar year by means of electronic communication, unless the member's electronic participation is due to:

- (1) military service;**
- (2) illness or other medical condition;**
- (3) death of a relative; or**
- (4) an emergency involving actual or threatened injury to persons or property.**

(i) A member of a governing body may not participate in a meeting of the governing body by electronic communication if the governing body is attempting to take final action to:

- (1) adopt a budget;**
- (2) make a reduction in personnel;**
- (3) initiate a referendum;**
- (4) establish or increase a fee;**
- (5) establish or increase a penalty;**
- (6) use the governing body's eminent domain authority; or**
- (7) establish, raise, or renew a tax.**

(j) A governing body may not prohibit a member of the governing body from attending consecutive meetings by electronic communication. A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member shall physically attend at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:

- (1) military service;**
- (2) illness or other medical condition;**
- (3) death of a relative; or**
- (4) an emergency involving actual or threatened injury to persons or property.**

January 25, 2024

Monroe County Board of Commissioners

Monroe County Council

Attn: Mr. Jeff Cockerill,
Monroe County Attorney
100 W Kirkwood Ave
Bloomington, IN 47404

VIA EMAIL: jcockerill@co.monroe.in.us;

RE: PROPOSAL FOR PROFESSIONAL SERVICES: GENERAL FINANCIAL CONSULTING

Dear Commissioners and Council Members:

We are submitting a proposed agreement for Financial Solutions Group, Inc. ("FSG Corp.") to provide professional financial consulting services to Monroe County (the "County"), including assistance with review and preparation of the County's budget, updating the County's Sustainability Analysis, and economic development, as well as assisting on other projects, on an "as needed" basis.

Scope of Services

Sustainability Revenue and Spending Plan / 2025 Budget Assistance (Plan)

The scope of our services in the update of the Sustainability/Revenue and Spending Plan will include all, or part of, the following professional services:

1. Update of the Plan including the detail for actual 2023 numbers after year end close;
2. Preparation and presentation of a summary of information (will contain totals only and revenue (actual and/or projected), budgets, and actual expenses) provided in the Sustainability;
3. Development of the 2025 budget, and a three-year projection for 2026, 2027 and 2028 based on the 2024 budget and applicable growth factors (See Number 4 below);
4. Development of numerous revenue and expense growth factors, by fund, for the projected period;
5. Projection of ending cash balance, by fund, with an estimated impact of Circuit Breaker;
6. Preparation of a report setting forth the projection model and detailed assumptions;
7. Development of recommendations to improve or suggest changes to improve or maintain the County's financial health based on results of analysis;



FSG Corp
Financial Solutions
Group Inc.

2680 East Main Street
Suite 223
Plainfield, IN 46168
Phone: 317.837.4933

Email Addresses:
greg@fsgcorp.com
fsg@fsgcorp.com

8. Preparation of annual pre-budget presentation to discuss the August update of the Sustainability/Revenue and Spending Plan (based on June 30 numbers annualized);
9. Preparation of benchmarks for similar Counties and comparison to actual County results;
10. Assisting the County with the economic analysis associated with the 2024 and 2025 budgets, as well as implementation of any State cuts and/or adjustments to the County's budget;
11. Assisting the County Officials with their statutory duties related to the County's annual budget, as requested;
12. Recommending new potential revenue sources to assist in funding the County's 2025 budget;
13. Assistance with income tax computations and issues;
14. Assistance with projects to help the improvement of the County; and
15. Assistance with payroll wage increases.

General Financial Consulting

1. Attendance at budget meetings and other related meetings (as set forth below) to discuss financial matters and/or to present documents and reports prepared for the County;
 - February – Meet to review yearend results and start of year expectations
 - April - Meet to review 1st quarter results
 - July – Meet to review June 30th results, assess changes needed for the remainder of the year.
 - September – Meet to review proposed budget and estimated impact.
 - October – Meet to review final budget and estimated impact.
2. General financial advisory services to the County during Calendar Year 2024;

General Provisions

1. This contractual agreement will hereby terminate on 12/31/24;
2. This agreement may be terminated, by either party, upon written notice and with payment of fees accrued to the written notice date;
3. FSG Corp. shall hold Monroe County harmless from claims, suits, actions and damages under this agreement;
4. FSG Corp. will not assign our rights under this agreement to anyone; and
5. FSG Corp. agrees that no modification to this agreement can be made orally; modifications must be made by a written agreement signed by both parties.
6. FSG Corp. is not aware of any conflict of interest we have with Monroe County.

Fees

Billing for all services will be calculated using the hourly rates shown below for our professional services. Billing will occur on a monthly basis and payment is assumed to be made within thirty (30) days of the invoice date.

CPA, MA, MA Principal:	\$ 250- 350	Mileage: \$.575 per mile
CPA, MA:	\$ 225 - 325	Copies: At Cost
Supervisory:	\$ 150 - 175	Mailings: At Cost
Financial Analyst:	\$ 150 - 175	
Administration/Operation:	\$ 100 - 150	Not-to-Exceed: <u>\$28,000.00</u>

In the event the County approves the engagement of FSG Corp. for this assignment, please sign, date and return a copy to us.

Respectfully Submitted,

Financial Solutions Group, Inc.



Gregory T. Guerrettaz

AGREED AND ACCEPTED:

MONROE COUNTY, INDIANA

By: _____

Date: _____